



Stacy Steffensen, Commission Department Director

Brookings County

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STAFF REPORT:

Agenda Items:

- Liquor License Renewals: routine annual liquor license renewals
- Jail Bed Per Diem: Marty said that we don't use or need Minnehaha County's facility very often, but he would like the agreement in place if it is needed.
- Banner Agreement: Dick has discussed this with the board. This agreement is to hire Banner to create a 'Brookings County Asphalt Ordinance' for use on mill and overly projects.
- DOT Agreement: This is the rehabilitation grant for the bridge on County Road 6, just west of County Road 9.
- Right-of-Way Agreement: routine agreements
- SLA: Per the agreement, Bob will update the board on the activities being done.
- Plats: There is a staff report provided by Planning & Zoning for each plat.
- Annexation: The City of Brookings is requesting annexation of 2 parcels of land located west of 22nd Avenue South, between 20th Street South and 32 Street South.
- Drainage Board: The board is required to meet as the Drainage Board every 6 months per SDCL 46A-10A-4.

Director's Report:

- I have researched volunteer board appointments when there are multiple candidates for a position or positions. All of the counties that have had multiple candidates do not discuss the appointment in Executive Session. They do not consider the volunteers as county employees, even if there is meeting pay, per diem and mileage paid to these individuals.
I could not find a policy on making appointments, but Pennington County shared their policy and I included it with my report. If the board would like me to create a similar policy for Brookings County, I can use Pennington County as an example.
- I have updated the 2017 calendar to reflect the one meeting date change from December 26th to December 28th. I will also have hard copies for everyone at the meeting.
- Brookings Day at the Capitol is set for Wednesday, January 18, 2017.
- As of the time of this report, I haven't been able to confirm the following dates. But you can plan on them tentatively:
 - ✓ Tuesday, November 29th—Chamber's Intergovernmental Conference
 - ✓ Monday, December 5th—Chamber's Legislative Preview Luncheon

- I have included the Military Times article that ranks SDSU as the 8th best four-year school in its Best for Vets: Colleges 2017 rankings.
- I have been asked to look at the county's gym reimbursement policy (see below). We currently have only 4 employees that regularly submit their hours for reimbursement. The average cost for memberships is \$40-\$60 per month at local gyms.
 - ✓ *The County will reimburse regular, full-time employees for a monthly gym membership fee, at a locally accredited wellness/fitness center at the scheduled rates below. To be eligible for reimbursement the employee must present proof of monthly attendance for the month in which is to be reimbursed. The county will not participate in any way in initiation fees.*
Monthly Attendance Reimbursement Amount
8 times \$10.00
10 times \$20.00
12 times \$30.00

Upcoming Dates:

- November 11, Friday: County Offices will be closed in honor of the Veterans Day holiday.
- November 16, Wednesday: Sioux Valley Commissioner's Meeting (8-County) in DeSmet at 12:00 p.m. at the First United Methodist Church.
- November 24 & 25, Thursday & Friday: County Offices will be closed in honor of the Thanksgiving Day holiday.

Thank you,



Stacy Steffensen
Commission Department Director
Brookings County, South Dakota